

**BWVC Regular Meeting**  
**7:30 PM at the BWVC**  
**Monday, October 15, 2018**

**Attendance:** Maria Burslem, Denis O'Regan, Toby Ridings, Larry Strange, Shari Phalan, Debbie Sheiker, Mary Young. **Guests:** Dave Claney

**Minutes:** September minutes accepted.

**Chairpersons Report:** *Denis to provide September's report document at tonight's meeting. Here is a brief recap of items discussed:*

- Denis conveyed to the Vincent's that a \$30 to \$50 cap per session for the Coffee House is in effect. It was also previously discussed that a locking donation box is needed for the dessert room and door.
- New Storage Build-out/Closets – awaiting Ken Morrison's schedule and availability.
- BWVC Sign – The civic committee asked for a light to be installed to illuminate the bulletin board. The BWVC unanimously agreed that since no other Village bulletin boards are illuminated and since it would detract from the beauty of the sign, no additional illumination will be implemented. There is also moisture getting inside the bulletin board's cork interior. Denis will address this issue.
- Denis will be submitting the solar reading for the month of September, 2018.
- Access to BWVC phone messages – after 6pm on 10/16/18 the phone messages should be accessible as the pin can be changed at that time. Denis also provided the pin to the committee members at the meeting.

**Rentals** – *See Chairperson's Report from September.*

- ACRA requested two different dates for their annual celebration event, but ultimately canceled and used the Museum for this venue.
- Additionally, 1 contract and another verbal commitment for a Saturday in the Spring at \$950/day for a wedding reception were received.
- There are a number of dates in November and December pending.
- A request to use Rooms 1&2 for Thanksgiving was received. This was discussed and Toby indicated that it has been done in the past. The renter was required to clean up on that day so that BWVC resources could enjoy their holidays.
- Debbie Sheiker also introduced the idea of seeking renters due to the closure of the Delaware Center for Conscious Living. She indicated that one hypnotherapist was interested for use with private clients and workshops. It was agreed that due to the limited use that would be needed, Debbie should inquire as to whether this prospect could use the center during Strength and Mobility sessions when other parts of the building are already in use.

**Building Manager Report:** *See attached report from Denis.*

- No emails have yet been received for the Building Manager position.
- The submission to the Arden Page is being renewed for the November Page. Inquiries are to be directed to [BWVC@arden.de.gov](mailto:BWVC@arden.de.gov). The secretary is to receive access to the website to monitor the inbox. Shari Phalan also volunteered to post this inquiry on all the community bulletin boards.
- An executive session (voting members only) will then be held to review the interested candidates and make a selection for the Building Manager position.

**Financial Report:** *See Chairperson's report.*

- Copier – Denis was able to locate a cartridge for the existing machine and it is now functional. He will order 4 more.
- Bookkeeper Resource – Jeff Politis' schedule precluded coordinating with the bookkeeper. Jeff has given the approval for Denis to coordinate directly for support of the BWVC reporting needs. Denis will coordinate with Maria and Debbie to establish account numbers so that job costing can be more specifically analyzed.

**Program Report:** *See attached program report from Toby.*

- Additionally, Linda Celestian is working on obtaining materials for the interior mural.
- It was agreed that the upholstered lounge furniture needs to be steam cleaned. Toby to get an estimate.

**Website:**

- Larry Strange showed the committee the new website --- it looks amazing! Larry also indicated that it is a date driven building with the calendar being the most popular link.
- The concept of allowing online payments to be taken was again raised. Larry recommends the product "Stripe" for this process.
- Cutover to the new site expected to be 10/22/18. The existing calendar will be 'sunsetting'.

**Non-voting Committee Members:**

- Mary asked if the committee approved of the draft letter she compiled to go to Ardentown and Ardencroft town chairs for more definition of these roles. The committee unanimously agreed that they could be sent out.

Motion to adjourn 9:31 PM

Respectfully,

Mary Young, BWVC Secretary

Public Notice – BWVC Regular Meeting  
7:30 PM at the BWVC  
Monday, October 15, 2018

**Agenda**  
**Call to order**  
**Public Session**  
Acceptance of Minutes

**REPORTS**

**Chair's Report (Management/Building/Maintenance/Website)**

**Coffee House** The Vincents have been advised that a target reimbursable range is \$30-\$50.

**Building Manager Position** Debbi and Denis met and review responsibilities. Final draft of responsibilities will include computer literacy on managing website. At this meeting we should draft an announcement for the October Page, as follows: The BWVC is looking for a new Building Manager. In addition to strong sales and people skills, ..... Loving the Buzz is a must. Interested parties should reach out via email: [bwvc@arden.delaware.com](mailto:bwvc@arden.delaware.com)

**Storage Project**

Ken Morrison can do the stage work (Coffee House and Awakened Heart) for less than \$2,000. He's been too busy to get to it, but soon. I haven't ordered the rolling shelves.

**Buzz Sign** Civic has asked me to install a light shining on the front of the sign. I said I'd bounce it off the committee. He said it was Civic's sign!

**Solar** reading submitted (for September)

**Website Enhancements** Larry Strange is migrating the site now. This meeting is our first opportunity to suggest changes and improvements.

**Access to phone messages** I believe that my work with Verizon will bear fruit on the evening of October 16<sup>th</sup>.

**ACRA** We had 2 different date requests for their 70<sup>th</sup> Birthday Party, which we accommodated, then they decided on the Craft Shop instead. Then, they asked for a rain plan accommodation, but then cancelled that.

**Functioning copy machine in office Although** Jeff Politis has approved purchase of Laser Scan/Copy/Print machine, I was able to locate the correct cartridges. It is up and running!

**Bookkeeper acquisition** scheduled for early October; didn't happen, but I have a call in to Jeff.

**Rentals:**

We continue to receive new contacts.

Thanksgiving Rental?

Business Rentals Laura Amoroso Hypnotherapist

McAnany's PayRequest in ?



10/15/18

**BWVC PROGRAM REPORT BETWEEN: 9/17/18 - 10/15/18**

**Friday Night Programming:**

**Coffee House-** 10/12/18 Opening night for the coffee house season. The original 1<sup>st</sup> act canceled and a fill-in was promptly found.

**Art on the Town** - October Artist, Sean Flynn. Sales = \$60, 30 people attended. \$52 in donations. 30 people attended. Used most of a bottle of chardonnay, and some of merlot. I am about to send info for November to Walt to put on BWVC Page.. Heather Siple.

Elisabeth and Bernadette have started planning for the December group show. Several applications have already been received. We need to be ahead of the curve with this event. Last year there was a huge donation of food items, decorations and linens.

**On going monthly programming:**

**Mobility Class** - Cecilia Vore, organizer, Tues. and Thursdays 2-3PM BWVC. Rm 1.

**Art studio at the Buzz** - Jeanne Orr, organizer. Monday nights. 7-9PM. Has become more popular and well attended.

**Yoga** - with Barb McAnany , 8:30 AM on Saturday mornings. Room 3.

**Long term renter-** Dominic Chen, Thursday night Chi-Gong. Rm 4

**Mural:** Interior Mural. Linda us looking into purchasing the mounting boards. Denis will need to have the frame ready because we wont have anywhere to store the large boards.

Steam clean living room furniture.

**PPP Fundraiser:** Appreciation Happy Hour took place on Oct. 4<sup>th</sup> about half of our volunteers were able to attend. Room 3 looked very festive. Betty O'Regan volunteered her time, talent and cash donations of \$30.00 to the Buzz of the beautiful centerpieces.

**Recent Community event Requests:** Woods committee 10/9, 7-9 PM.

**ACRA:** 70<sup>th</sup> Anniversay and Mural dedication, October 21<sup>h</sup> 7PM-11:00 PM back-up rain location.

**G'Ardeners Harvest Bruch:** October 10/27

**Over 80's dinner:** Nov 11<sup>th</sup> Sunday, 3-5 PM, rooms 1& 2, Sponsor Cookie Ohlson

**Telebration:** Nov. 17<sup>th</sup> 7-9:30PM, Sponsor Cecilia Vore

Respectfully submitted,  
Toby Ridings